

## **TELEPHONES AND MESSAGES**

Assistance phones are located throughout the buildings at the Beloit-Janesville and Milton campuses. These phones can be used to report an emergency by following the posted instructions. A courtesy phone is available in the lobby/lounge at the Beloit-Janesville and Monroe campuses for placing local calls only. Students are not allowed to use school office phones. Deaf/hh, please call through Relay 9-711. Only messages of an emergency nature will be taken at the Welcome Center and every reasonable attempt will be made to locate the student. Nonemergency messages will not be accepted. Students should inform families, child care providers, etc. of the above limitations and develop alternate arrangements in the event they cannot be located.

The Welcome Center is not to be used for delivery purposes (i.e. key or lunch drop-off, or book pick-up).